**Anam Salman**

*Doharra Behind M.U. College, A.M.U., Aligarh, Uttar Pradesh*

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**SUMMARY:**

* Conduct professional assessment and verification for skills, experience, availability, compensation requirements and willingness to travel/relocate and overall suitability for the position.
* Perform all due-diligence steps of full cycle recruitment including background screening and reference checking to mitigate fulfilment risks.
* Highly specialized in using all types of job boards like Linkedin, DaiJob, CareerBuilder, Monster, The Ladders, DICE, Indeed, etc.

**OBJECTIVE:**

As a 360 degree recuiter I would like to continue my career with an organization that will utilize my Recruitment, management, HR, supervision skills to benefit mutual growth and success for better tomorrow.

**SKILLS:**

**Technical Skills:** MS Word, MS PowerPoint, MS Excel, Prezi presentation skills, Ms office

**Soft Skills:** Team Player, Highly Adaptable, Reliable, Self-Motivated, Good Interpersonal Skills, Quick Learner, Stress Management, and Flexible, good communication skills, management skills, administrative skills.

**SUMMER INTERNSHIP:**

**HCL Info systems May 2014 to July 2014**

**Responsible for Branding and Promotion of I.T. Products in the retail sector of HCL CDC.**

**Responsibilities:**

* To study the factors responsible for the sale of IT products
* Business Development- Identifying the potential customers, Fixing up meetings with the Directors and TPO’S of Various Colleges and universities and meeting them and marketing HCL CDC
* Meeting the directors of various colleges and tie-up with them
* Supervising the Trainer who was sent to teach the students of Graphic Era about the various courses & also gain a feedback from the students about the training sessions provided.
* To maintain PR relationship
* Coordinate between various departments
* Supervising employees
* Managing students
* Takingcare of the Administrative work
* MaintainingExcel sheet of various colleges
* Cold calling
* Has done field work two times in a week

**PROFESSIONAL EXPERIENCE:**

**HCCR KK, Pune March 2019 – March 2020**

**Talent Acquisition Lead**

* Coordinate with hiring managers to identify staffing needs.
* Determine selection criteria.
* Working for Direct Clients with Automotive Industry, Chemical, Industry, Life Science.
* Source potential candidates through online channels (e.g. social platforms and professional networks).
* Plan interview and selection procedures, including screening calls, assessments, and in-person interviews.
* Assess candidate information, including resumes and contact details, using our Applicant Tracking System.
* Design job descriptions and interview questions that reflect each position’s requirements
* Lead employer branding initiatives.
* Forecast quarterly and annual hiring needs by department.
* Foster long-term relationships with past applicants and potential candidates.
* Working knowledge of Applicant Tracking Systems (ATS) and databases.
* Experience in full-cycle recruiting, sourcing and employment branding.
* Worked on requirements like GIS(Geographic Information System) Engineers, Managers, Machine learning, cloud engineers, Cyber security, networking. Automotive and IT requirements.

**Fidel Consulting KK, Pune February 2017 – February 2019**

**Recruitment Specialist (Head Hunter)**

* Recruiting for the direct clients in the entertainment industry in Japan and Hong Kong.
* Search executive level candidates for the direct clients in the Japan and Hong Kong market.
* Mostly passive sourced candidates from LinkedIn as there are very limited candidates in the Japenese job boards.
* Attracting applicants by placing job advertisements and posting on job sites.
* Established recruiting requirements by studying organization plans and objectives.
* Constantly following up with the COO/Director of the company about the feedback on the candidates submitted/sent.
* Also reporting to the COO/Director of the company directly on a daily basis to discuss the requirement and understand the client needs.
* Attending client calls with the hiring manager to get updates on the requriments and candidates .
* Maintained and uploaded the candidates resume and the candidates details in the client’s CRM, maintaining and updating a large database of resumes used for current and future job placement.
* Maintained an average of 8-10 submissions in a week for all the requirements in total.
* Maintained weekly and daily reports that were sent to the end client with the data for the week.
* Also was a part of Permanent recruiting for CTO, IT Director/Manager, System Engineer, Developer, etc.
* Handled Interim IT management/consulting.
* Hands on experience with Temporary IT staffing .
* Researched & implemented innovative recruiting techniques and sourcing strategies to maximize our presence in the market and increase our competitiveness with next gen recruiting practices & tools.
* Worked on positons such as Executive Producer, Producer, Project Manager, Event Coordinator, Event Manager, Production Assistant, Production Managers, etc.
* Also recruited for positions related to managed services (helpdesk, network maintenance)

**Doharra Specialist Hospital February 2016 to February 2017**

***HR Senior Associate***

* Handling the management work of Doharra Specialist hospital.
* Grievance handling
* Responsible for managing the hiring of new employees
* Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
* Maintains human resource staff by recruiting, selecting.
* Maintains human resource staff job results by counselling and disciplining employees; planning, monitoring, and appraising job results.
* Contributes to team effort by accomplishing related results as needed.
* Maintains the work structure by updating job requirements and job descriptions for all positions.
* Coordinating between various departments.
* Maintaining daily and weekly reports.

**iPlace USA, Pune June 2015 to November 2015**

***Recruiter***

As an international recruiter, Conducted in-depth technical and non-technical interviews for positions in Fortune 500 high-tech corporations nationwide. Sourced candidates using various Internet-based sourcing techniques: job boards, web crawlers, search engines, social networking tools, university alumni sites, blogs, local organizations websites, discussion groups, and public and proprietary resume databases.

**Responsibilities:**

* Source candidates using Internet-based sourcing techniques: job boards, web crawlers, search engines, social networking tools, university alumni sites, local organizations websites, discussion groups, and public and proprietary resume databases.
* Assigned as a Team Captain for four recruiters and ensure their delivery.
* Full life cycle recruiting experience - understanding the job order, sourcing and qualifying the right candidates, handling negotiations, and closing deals.
* Conduct professional assessment and verification for skills, experience, availability, compensation, willingness to travel/relocate and overall suitability for the position.
* Work on technical requirements and conduct primary sourcing and requirement-specific technical screenings. Sample job orders worked on: JAVA, C++, .NET, CRM, SQL, PL/SQL, Cisco, SharePoint, Data Warehouse Architecture, Solutions Engineering, Network Engineering, Software Engineering, etc.
* Work on non-technical job orders such as Project Management, Business Development Management, Technical Writing, and Business Analysis.
* Thorough knowledge of recruiting process from sourcing to recruiting for different employment types including W2, Corp-to-Corp, 1099 for U.S. Citizens, GC, H1-B, TN-1, and EAD holders.
* Hands-on experience with Applicant Tracking Systems (ATS) including Bullhorn, Job Diva.
* Prepare submittal documents for each shortlisted candidate and schedule interviews.
* Communicate with candidates throughout the hiring process.
* Maintain daily and weekly client reports.
* Communicated strong link between the hiring company and the job applicant.
* Responsible for staying in touch with job applicants and assisting providing them with guidance in their job search.
* Negotiated salaries/pay rate with the candidate and was most of the times successful in getting the candidate within the rate mentioned my my client
* Created a pool of candidates through, social networking, Internet data mining and media channels.
* Proceed with the identification of potential candidates through screening and interview of their pool of applicants. Usually, also responsible for completing job applicant background checks and other pre-employment procedures.
* Working on exclusive requirements directly with the hiring manager
* Submitting candidates that are a 100% match as per the job description from the end client
* Technically screening the candidates properly and taking all the skills mentioned as per the job description to make sure that the candidates are exactly what the hiring manager is looking for

**AWARDS AND ACHIEVEMENTS:**

* Executive Coordinator at Al-Barkaat Club Aligarh
* Client acquisition of “Sharda Group” as they were ready to tie up with HCL CDC.
* Head coordinator of AGBS Noida, Corporate Meet GOAL 2013.
* Won Inter School Basketball Competition in 2008.
* Activist in Amity Youth Fest 2013.
* Part of Amity Sanghathan for a treasure hunt.
* Won 2nd prize for a group dance competition.
* Part of school choir competition.
* Part of school basket ball team.
* Assigned as a Team Captain won 2nd prize.
* Assigned as a Team Manager.
* Employee of the month in Doharra Specialist Hospital.

**EDUCATION:**

**Master’s of Business Administration (MBA) 2014 - 2015**

**Amity Global Business School, Noida**

Subjects/Specialization:HR and Marketing

Grade/Percentage:80%

**UG 2012**

**Al-Barkaat Institute of Management**

Subjects/Specialization:Business Law, Accounts and Computer

Grade/Percentage:60%

**XIITH HSC 2009**

**St. Fidelis Senior Sec. School**

Subjects/Specialization: Economics, Business Communications, IP and English

Grade/Percentage:64%

**XTH SSC 2007**

**St. Fidelis Senior Sec. School**

Subjects/Specialization:English, Hindi, Mathematics, Science and Information Technologies.

Grade/Percentage:68%

**LANGUAGES KNOWN:**

English, Hindi, Urdu and Elementary French